

Policy & Procedure Manual

2022 – 2023

Executive Board Policies

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Annual Conference:

An Annual Conference open to all SNAM members shall be held each year. No expenses will be paid for members without prior authorization by the executive board.

Leadership Meetings:

An Annual Affiliate Chapter Leadership Workshop will be held each year in late June or early August for all Affiliate Chapter officers, executive board members and sub-committee chairs for the purpose of leadership training in their respective positions, insight into the yearly SNA/SNAM Plan of Action and preparation of a meeting and workshop calendar and plan of action for each Area Representative and Affiliate Chapter. No expenses will be paid for members without prior authorization by the executive board.

The SNAM Industry Conference is organized by the Industry Committee. No expenses will be paid for members without prior authorization by the executive board.

Executive Board Meetings:

Number of Meetings: The Executive Board meets at least four times each year and the dates are set by the Executive committee.

Who Should Attend: The Executive Board shall consist of the voting members as provided in the Bylaws and includes the President, President Elect, Vice President, Secretary/Treasurer, Chair of Area Representatives, Standing Committee Chairs, Industry Representative, Parliamentarian/Historian, SNA Regional Representative, and Ex Officio members including MDE Liaison, Executive Director and Associate Director, At Large Board members. The Standing Committee Chairs will invite Sub-Committee Chairs when that person has been asked to give a special report.

Who and What Will be Paid: Except for the SNA Representative, whose expenses are paid by SNA, mileage and meal expenses will be paid for executive board members and invited subcommittee chairs and lodging expenses as listed below.

Lodging for Meetings: Executive Board members traveling 175 miles (one way) will be allowed one night's lodging not to exceed a reasonable rate set by the board, when attending executive board meetings. Representatives from these areas will share rooms whenever possible.

Meeting Locations: All meetings are held at a site designated by the President.

Meeting Notices: The SNAM office, at the direction of the President, sends out reminder notices (including a map and an agenda) at least two weeks before each meeting

Transportation to Meetings: The gas mileage reimbursement shall be adjusted yearly to reflect IRS current mileage reimbursement for Board member transportation for each meeting except for any meeting held in conjunction with the annual conference. Board members are asked to share rides whenever possible.

Board Reports: Each Board member is required to submit a copy of their board report to the SNAM office for each Executive Board meeting, prior to the meeting. The SNAM office will prepare and bring copies to the meeting. All members who did not submit a copy via email may bring copies of their board report to the meeting. All members who are not present at the meeting will receive a copy of the minutes, attachments, and reports (See section 5 for the required report format and the report numbering system.)

Parliamentary Procedures: The current edition of *Robert's Rules of Order, Newly Revised*, governs this Association in all parliamentary situations that are not otherwise provided for in the law, the Articles of Incorporation, Bylaws or adopted Policies and Procedures Handbook. General guidelines for parliamentary procedures may be found in Section 5.

Meeting Attendance: Board members should make an effort to attend all Board meetings. When possible, members will notify the SNAM office when unable to attend. Prior notification will constitute an excused absence. Absence of a Board member from two (2) consecutive Board meetings shall constitute a resignation unless the absence is considered valid by a majority vote of the Board. The Secretary needs to inform the President when 2 consecutive absences are met.

Addressing Board Members: It is appropriate to use first names during Board meetings.

Appropriate Dress: It is appropriate to dress in comfortable clothes such as those that are worn to work.

Items to Bring to Meetings: Board members should always have access to the Executive Board Policies and Procedures online, minutes of the last meeting, and copies of their report for distribution, if not sent in advance.

Order of Business: A specific order of business (agenda) is followed for each Board meeting.

Association Letterhead:

The Association has printed letterhead for use for all Association business that includes the SNAM office address and telephone and fax numbers. Each Board member should use this letterhead and include their personal address and telephone number below their signature. Association letterhead and envelopes can be obtained by calling or writing the SNAM office.

Ways to Vote:

Voting must follow Parliamentary procedure determined by the Executive Board.

Responsibilities of Officers:

President

The President shall serve for one year and shall hold office from the final day of the Annual Conference to the final day of the next Annual Conference.

Responsibilities:

President - The president shall be the chief elected officer and shall:

1. Represent the association in policy matters;
2. Serve as chair of the board, executive committee, and annual meeting;
3. Prepare the agendas for board, executive committee, and annual meetings;
4. Serve as an ex-officio member of all committees and advisory boards, except the nominating committee;
5. Appoint, with the approval of the board, chairs for standing committees until the appropriate election, special committees, a chair of area representatives, historian, parliamentarian, and candidates to fill vacancies.
6. Implement action taken by the general membership and the board;
7. Propose and implement the plan of action;
8. Direct the secretary/treasurer or association administrative staff to notify special committee chairs and or members of board meetings;
9. Notify nominees of the results of the election;
10. Serve as a voting delegate to the house of delegates at the Annual Meeting of SNA, at association expense; and
11. Represent the association at the annual SNA Leadership Conference at association expense; and
12. Represent the association at the annual SNA Legislative Action Conference in Washington, DC at association expense.

13. Develops the program of work for the Association, considering the purposes, needs of the membership, ways of accomplishing goals through people participation, development of leadership, short and long range goals, and new projects.
14. Establishes with the assistance of the association administrative team a calendar of state, regional, and national deadlines as needed.
15. Chairs Executive Board meetings:
 - 1) Instructs the SNAM office to send meeting notices with a memo of business items to Board members and others expected to participate in the meeting at least two weeks prior to meeting.
 - 2) Prepares a meeting agenda with assistance from the association administrative team, following order of business, for distribution at the meeting.
 - 3) Follows parliamentary procedures.
16. Chairs the Annual Meeting
 - 1) Leads annual conference, as needed.
 - 2) Prepares an agenda for the meeting following the order of business.
17. In conjunction with the committee chair, appoints one Association member to the Professional Development Committee who will serve for three (3) years.
18. Accepts the progress reports of officers and committee chairs as needed.
19. Executes all orders, recommendations, and resolutions of the Executive Board and the Annual meeting.
20. Submits a President's Message to the Publications Chair for each issue of the First Hand News.
21. Acts as official representative of the Association.
22. Appoints three tellers to validate and count ballots for the election of the slate of officers.
23. Notifies all newly elected officers of their roles and responsibilities.
24. Notifies all nominees on the slate of officers of the election results.
25. Prepares Certificates of Appreciation for outgoing Executive Board members and others as appropriate and presents them at a general session or other appropriate time during the annual conference.
26. Sends copies of all official correspondence to the President-Elect and Vice President; sends copies of correspondence pertaining to a committee's activities to that committee chair.
27. With the assistance of the Executive Director, submits reports, list of newly elected officers and committee chairs, Bylaw revisions, and other policy changes to the appropriate SNA representative by the established deadlines.
28. Maintains documentation for the office of President and has files in order for successor at the close of term of office.

President-Elect

The President-Elect shall serve for one year from the final day of the Annual Conference until the final day of the next Annual Conference and automatically becomes President of the Association.

Responsibilities:

President-elect - The president-elect shall:

1. Study the duties and responsibilities of the president, other members of the board, committees, advisory boards, and affiliate chapters;
2. Assist the president in developing a plan of action and perform other duties as assigned by the president;
3. Serve as chair of the annual conference;
4. Serve as a voting delegate to the house of delegates at the annual meeting of SNA, at association expense;
5. Serve as a member of the legislative committee and represent the association at the annual SNA Legislative Action Conference in Washington, DC at association expense;
6. Represent the association at the annual SNA Leadership Conference at association expense; and
7. Succeed to the office of president at the end of the term as president-elect or in the event of the president's death, resignation, or removal from office.

1. Performs as President in the President's absence.
2. Succeeds to the Office of President, should a vacancy occur in that office, and serves until the end of the term to which he/she was initially elected.
3. Serves as a voting member of the Executive Board
4. Becomes acquainted with the responsibilities of the President, other members of the Executive Board, Committees, and Affiliate Chapters.
5. Consults with the President on potential officer candidates and committee appointees.
6. Consults with Standing Committee Chairs on their recommendation for Co-Chair and Sub-Committee Chairs to serve during his/her term as President and presents these to the Executive Board for approval no later than the last Executive Board meeting of the year.
7. Presents for Executive Board approval, no later than the last Executive Board meeting of the year, his/her choice for Parliamentarian, Historian and Chair of Area Representatives to serve during tenure as President.
8. Assists the President in developing a Plan of Action and performs other duties as

assigned by the President.

9. Serves as a member of the Budget Committee.
10. Visits as many of the Affiliate Chapters as possible to become familiar with the membership at large.
11. Directs SNAM office to order Past President's pin and Past President's plaque to present to outgoing President at the installation of officers.
12. At the expense of the Association, serves as a representative of the Association to the SNA Annual National Conference and a voting delegate to the SNA House of Delegates and prepares a report of same for the executive board.
13. Represents SNAM at the SNA Leadership Seminar and submits a report to the Executive Board.
14. Submits a copy of an annual report to the SNA office prior to the House of Delegates meeting; including a list of approved appointments.
15. Maintains files for the office of President-Elect, and has in order for successor at close of term of office.
16. Studies the duties and responsibilities of the President, other members of the Board, committees, advisory boards, and affiliate chapters.
17. Serves as a member of the Legislative Committee and represents the Association at the Legislative Action Conference in Washington D.C. at the expense of the Association.
18. Represents the Association at the Annual SNA Leadership Conference at the expense of the Association.
19. Serves as the Chair of the Strategic Planning Committee.
20. Serves as a member of the Professional Development Committee.
21. Serves as Chairperson for the Annual Conference
22. Performs other duties as requested.
23. Serves as a Director for the Executive Board.

Vice President

The Vice President shall serve for one year and automatically becomes President-Elect of the Association.

Responsibilities:

Vice President - The vice president shall:

1. Study the duties and responsibilities of the president, president-elect, other members of the board committees and affiliate chapters;
2. Serve as the first alternate voting delegate or the third voting delegate, as applicable, to the house of delegates at the annual meeting of SNA at the expense of the association;
3. Represent the association at the annual SNA Leadership Conference at association expense;
4. Serve as the first alternate to represent the association at the annual SNA Legislative Action Conference in Washington D.C., at association expense;
5. Succeed to the office of president-elect at the end of the term as vice president or in the event of a vacancy in the office of president-elect;
6. Serve as chair of the bylaws, resolutions, policy and procedures committee;
7. Serve as the chair of the strategic planning committee; and
8. Maintain and update the policies and procedures manual with the assistance of the SNAM office staff.

1. Studies the duties and responsibilities of the President-Elect and President, other members of the Board, committees, and affiliate chapters.
2. Serves as a voting delegate in the absence of the President or President Elect to the House of Delegates at the SNA Annual Meeting, at the expense of the Association.
3. Succeeds to the Office of President-Elect: (1) At the end of the term as Vice President. (2) In the event of the President-Elect's death, resignation or removal from office.
4. Serves as the Chair of the Bylaws, Resolutions, Policy and Procedures Committee.
 - 1) Presents proposed Bylaw changes and resolutions to the Executive Board.
 - 2) With the assistance of the SNAM office, it notifies Chapters when they have to change their Bylaws because of a change in SNAM's Bylaws.
 - 3) Checks any Bylaw amendments or revisions received to assure that they are in harmony with SNAM's Bylaw.
5. Maintains and updates the Policies and Procedures manual with the assistance of the SNAM office staff.
6. Performs other duties as required.
7. Serves as a Director for the Executive Board

Secretary/Treasurer

The Secretary shall be elected in the odd years and serve for two years.

Responsibilities:

Secretary/Treasurer – The secretary/treasurer shall:

1. Accurately record all minutes of the annual meeting, the board, and executive committee;
2. Send meeting notice and executive board minutes to SNAM Admin Assistant to post on the association website, to members of the board, special committee chairs, and Mideast regional director within ten days of a board meeting;
3. Compile motions for the year of the executive board and retain a copy, provides one copy for the SNA office and one for the historian for the annual report;
4. Handle correspondence as directed by the president; and
5. Supervise and monitor association funds, investments and securities of the association;
6. Act as chair of the budget committee;
7. Submit the budget to the board for adoption;
8. Report expenditures against the budget at each annual meeting;
9. Submit the association's financial records to a certified public accountant for a review within thirty days after the close of the fiscal year at the end of the term of office; and
10. Serve as second alternate delegate to the house of delegates at the annual meeting of SNA, at association expense

1. Accurately records all minutes of the Annual meeting, the Board and the Executive Committee.
 - a. Minutes shall include first and last names.
 - b. Minutes shall include a record of all who attend Executive Board meetings.
 - c. Two copies of all board minutes including written reports and any reports and/or correspondence presented at the board meetings. Keep past records for future reference for 7 years. (According to www.irs.gov, this is more than the IRS recommended time.)
2. With the assistance of the SNAM office, posts minutes on the Association web site and sends copies to Executive Board members, Sub Committee Chairs, SNA Mideast Director and Affiliate Chapter Presidents within 10 days of a meeting.
3. Sends notices for and minutes of meetings of the Annual meeting. Minutes of the Annual meeting must be ready for review and approval by the President's appointees to the Annual meeting within 15 days after the Annual meeting.
4. Handles correspondence as directed by the President.

5. Submits a copy of an annual report to the SNAM office prior to the Annual meeting. This report is a list of motions passed at each Executive Board meeting held that year. One copy is also provided to the historian.
6. Reports to board meetings 30 minutes early to set-up the meeting room.
7. Conducts roll call for the Annual meeting.
8. Submits a copy of an annual report to the SNAM office prior to the Annual meeting. This report is a list of motions passed at each Executive Board meeting held that year.
9. Prepares report of actions taken at Annual meeting for publication in *First Hand News*.
10. Prepares report of actions taken at Annual meeting for publication in *First Hand News*.
11. Keeps past records for future information.
12. Serves as Director on the Executive Board

Treasurer

The Treasurer shall be elected on the even year and serve for two years.

Responsibilities:

1. Supervises and monitors Association funds, investments, and securities of the Association.
2. Submits budget to the Board for adoption.
3. Reports expenditures against budget at each Executive Board meeting.
4. Direct SNAM office to submit Association's financial records to a certified public accountant for a review within thirty (30) days after the close of the fiscal year at the end of his/her term of office.
5. Serves as second alternate delegate in the absence of the President, President-Elect, or Vice President to the House of Delegates at the Annual Meeting of SNA, at the expense of the Association.
6. With the assistance of the Executive Director, supervises and monitors Association funds, investments and securities of the Association.
7. Keeps past records for future information.
8. Serves as Director for the Executive Board.

Chair of Area Representatives

The Chair of Area Reps is appointed by the President to serve during that President's term of office.

Responsibilities:

1. Serves on the Executive Committee and the Budget Committee.
2. Acts as liaison with other Area Representatives to keep them apprised of Executive Committee activities and requests for assistance.
3. Presides over bi-annual meetings with the Area Reps.
4. Assists Area Reps by providing contact lists of public and non-public schools in their schools in their area.
5. Attends Area meetings if able and invites Executive Board members to Area meetings as requested by Area Reps.
6. Assists Area Reps with annual meeting topics as directed by the Executive Board.
7. Encourages Area Reps to submit information on activities and local concerns/views to the Executive Board by contacting the Chair of Area Reps.
8. Submits to the Executive Board views and concerns of Area Reps.

Area Representatives

Each Area Representative shall serve for two years. Representatives of even numbered areas are elected in even numbered years. Representatives of odd numbered areas are elected in odd numbered years.

Responsibilities:

1. Promotes the Association's Annual Plan of Action.
2. Represents the membership of his/her area at meetings with the chair of Area Representatives.
 - a) Communicates area views and concerns to the Executive Board through the Chair of Area Reps.
 - b) Submits articles on Area activities to the *First Hand News*.
3. Provides leadership, support, technical assistance, resource lists and/or materials to chapters.
4. Plans and organizes educational activities for the Area including an annual workshop.
5. Attends at least one meeting of each Affiliate each year;
6. Encourages the use of the Affiliate Chapter Handbook;
7. Aids in distributing and collecting forms necessary for affiliates to retain status.

8. Encourages the formation of new Affiliate Chapters.
9. Promotes membership. Aids the Membership Chair by making arrangements for a membership desk and/or presentation at any appropriate activity held within the area. Keep supply of membership forms on hand
10. Provides recommendations to the Nominating Committee.
11. Serves on the Legislative Committee.
12. One Area Representative will serve on the Professional Development Committee.
13. Serves on the Strategic Planning Committee during their second year in office.
14. Maintains files for Area Representative Position and/or Affiliate Chapter with Area. Have files and supplies in order for a successor at the close of term of office. Files should contain:
 - a) Bylaws, handbooks, Executive Board meeting notices, agendas, and reports, area membership lists, area workshop records and correspondence.
 - b) Affiliate Chapter files should contain copies of Charter, Bylaws, Bylaw amendments, lists of past and present officers and committee chairs, membership lists, program flyers or lists of activities.
15. Assist Chair in recommending a new chair of Area Reps to the SNAM President for appointment

Parliamentarian/Historian

The Parliamentarian is appointed by the President to serve during his/her term of office.

Responsibilities:

1. Acts in an advisory role to officers and committees on matters of parliamentary procedure.
2. Is or becomes acquainted with *Robert's Rules of Order, Newly Revised* as applied to the Association, the Bylaws, and any Standing or Special Rules adopted.
3. Attends both Executive Board and Annual meetings, is seated beside the President, and advises the President on parliamentary questions.
4. Is available, prior to and during recesses in meetings, to confer with the President in anticipation of problems so as to avoid too frequent consultations during meetings.
5. May be asked to advise or serve on committees whose duties involve parliamentary procedure, such as Annual meeting, Arrangements, or Bylaw Revision.
6. Advise the President on the consolidation and storage of the historical records of the Association
7. Prepares historical displays as directed by the President
8. Works cooperatively with the Publications Chair to prepare articles for *First Hand News*.

Conflict of Interest

SNAM Conflict of Interest Board Policy:

Board members will strive to avoid conflicts of interest or the appearance of a conflict of interest in carrying out their duties. The President shall be responsible for informing board members of potential or existing conflicts of interest.

Board members are volunteers and not compensated for their services as board members. They may receive reimbursement for actual and reasonable expenses as described in the Board Policy, "Travel and Reimbursement Guidelines." There may be situations in which a board member provides services outside his/her duties as a board member to SNAM or a subdivision or subsidiary of SNAM. No compensation will be authorized or paid in these situations without prior approval by a majority of the Board. Normally prior approval will be obtained at a formal Board of Directors meeting, however if circumstances warrant, the President may poll the Board by phone or other electronic means to obtain approval.

Officers, directors, and key employees are required to annually disclose interests that could give rise to a conflict.

The Board will monitor and enforce compliance with the policy by requiring officers, directors and key employees to annually certify in writing any conflicts of interest.

Acknowledgement and Disclosure Form

I have read the School Nutrition Association of Michigan's Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as an officer or director of the board of directors, or staff member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the SNAM Board of Directors President and Executive Director in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Competing organization(s) to which I belong:

Other companies or businesses I hold leadership positions in, or boards I serve on:

Printed Name

Title

Signature

Date

Whistleblower Policy

This Whistleblower Policy of the School Nutrition Association of Michigan (SNAM) “Organization”: (1) encourages staff or board members to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1) Encouragement of reporting. The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization’s policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization’s human resources channels unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2) Protection from retaliation. The Organization prohibits retaliation by or on behalf of the Organization against staff or board members for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization’s executive director or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the President-Elect of the Board of Directors. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or board members must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Process of action. All complaints, reports or inquiries will begin with an investigation initiated by the Executive Director, President of the Board of Directors, or President-Elect of the Board of Directors. An initial investigation shall begin no later than five (5) business days after the initial report. The outcome of the investigation shall be reported to the President of the Board of Directors or the most senior officer of the Board of Directors if the investigation involves the President of the Board of Directors. The results of the investigation will be reported to the SNAM Board of Directors with appropriate resulting action recommended to the SNAM Board of Directors.

Adopted: January 13, 2016

General Responsibilities of All Committee and Sub Committee Chairpersons Responsibilities:

Committee Budget Needs: The committee or subcommittee chair will plan budget needs for the upcoming year and send that information to the Treasurer or the SNAM office before the April budget planning meeting each year. Since this input is required and since the budget is examined and adopted at the May Board meeting each year, committee chairs will be expected to familiarize themselves with their budget limits. All expenditures that exceed the budget will require authorization by the Board.

Meals for Committee Meetings: When committee meetings must be held through meal times, meal expenses may be allowed within the approved committee budget.

Lodging for Committee Meetings: When committee meetings must be scheduled to include lodging expense, the lodging expenses may be allowed within the approved committee budget.

Gifts to Committee Members: Many committee chairpersons wish to express their appreciation to committee members at the end of a project or when committee members are leaving their posts. As an Association it is appropriate for us to let these hard working people know how much we value their time and energy. Chairpersons are encouraged to write thank you notes, letters or certificates, but money for gifts to committee members has not been included in the budget. If a committee chair wishes to give a gift as a token of her/his appreciation, she/he would personally bear the expense instead of charging it to the Association.

Executive Board Meetings: All committee chairs will prepare a written report for all Executive Board meetings. Subcommittee chairs will present reports when appropriate.

Annual Reports: All committee and subcommittee chairs will submit a written report to the SNAM office when requested for inclusion in the annual report.

Standing Committees

Communications Committee

The Chair shall be elected in even-numbered years for two years and serve as a voting member of the Executive Board.

This committee shall consist of a Chair, Co-Chair, Sub Committee Chairs, Web Management, and Liaisons to Other Professional Organizations, and members as needed to perform the work of the Committee.

Responsibilities:

1. Develop a marketing plan promoting a professional image for the Association and school food service with the help of the executive director.
2. Exhibits at various conferences throughout the state in order to promote professional involvement in the Association based on the marketing plan and direction of the Executive Board.
3. Co-chair along with the chair (appointed by the board) serves as a coordinator of news articles and works with the chair to complete the publications of the *First Hand News*.
4. Assists the Web Page Management Sub Committee Chair with continuous development and enhancement of the Associations web page.
5. Coordinates with the SNAM office, information to be shared with local newspaper news releases.
6. Solicits sponsorship of the web site from industry members.

Communications Subcommittee

Responsibilities:

1. Publishes and distributes no less than three issues of the *First Hand News* (Fall, Winter and Spring)
2. Publishes other materials as directed by the Executive Board.
3. Conducts a brainstorming session at both the May Executive Board meeting and at the Leadership Workshop for the purpose of soliciting ideas and authors for *FHN* articles. It is recommended follow-up on ideas be done immediately so a file of articles can be created for future use.
4. Solicits all articles for *First Hand News* using the listing of suggested topics per issue as a guide.

5. Submits to the SNAM Office properly typed articles on or before the due date.
6. Selects featured article, event, and/or topic to be highlighted by each *FHN* issue.
7. Writes a brief column for each *FHN* emphasizing the feature highlighted in #6.
8. Submits ideas and pictures for the *FHN* edition by the article deadline.
9. The First Hand News should include member and industry Member professional profiles. The editor should be careful to select a variety of people from all parts of Michigan as well as different size school systems and positions.
10. With the assistance of the Chair of the Area Reps, the Co-chair (Editor) should gather articles on Affiliate Chapter news which should be as current as possible.
11. Maintains a file of suggested *FHN* articles with possible authors to submit to the incoming chair. Copies of articles submitted and not used for publication, but still appropriate for future use, will be made available at the SNAM office.
12. Distributes to all Publication Committee members, SNAM officers, committee chairs, potential authors, and Affiliate Chapter Presidents the guidelines for submitting articles, deadline dates for such, and a copy of the photograph sheet explaining how to submit photographs.
13. Submits expenses directly related to the publication of *First Hand News*, to the SNAM Office by attaching receipts to the SNAM expense form.

Web Management Sub Committee

The President-Elect shall appoint, with Executive Board approval, a person to serve as the Sub Committee Chair whose responsibility is to manage the information and links found on the SNAM web page. The Chair will work closely with the SNAM office to keep the site vital and up-to-date.

Responsibilities:

1. Collects ideas and areas of interest from all members. Researches these areas and recommends publication to the SNAM office.
2. Works with the Executive Director and Communication Chair to improve and enhance overall design of the web pages. The SNAM office is responsible for making all programming changes.
3. Works cooperatively with the Communications Committee to develop a total plan for membership communication.

Liaison with Other Professional Organizations

MDE Liaison

The State Child Nutrition Director of the Michigan Department of Education or his/her representative fills the MDE Liaison position.

Responsibilities:

1. Advises the President and Executive Board on activities of the Michigan Department of Education in the child nutrition area.
2. Promotes cooperative efforts and activities in the child nutrition area between the Michigan Department of Education and the School Nutrition Association of Michigan.

MSBO Liaison

The MSBO Representative is appointed for three years to serve as liaison with the MSBO Food Service Committee and liaison with the Professional Development Committee when term of office expires, a new liaison is appointed by the MSBO.

Responsibilities:

1. Advises the President and Executive Board on activities of the Michigan School Business Officials that impact child nutrition programs.
2. Promotes cooperative efforts and activities in the child nutrition area between the Michigan School Business Officials and the School Nutrition Association of Michigan.

Industry Committee

The Chair of the Industry Committee is elected on even numbered years to serve as a voting member of the Executive Board for two years. The Committee consists of Chair, Vice-Chair (from regular membership), and Industry Chair (appointed by the Industry Committee from industry members on the committee), Executive Director, President-Elect, Immediate Past Chair, and ten (10) Industry Representatives in the following categories:

1. Industry Committee members shall have a minimum of one (1) and a maximum of three (3) representatives from Michigan based brokers, food distributors, equipment suppliers, manufacturers, service organizations, and representatives at large.
2. Members from industry shall serve for three years with staggered appointments so that no more than three members (four in the last cycle) are appointed each year.

3. Members may be appointed to fill the unexpired term of a member wishing to leave the committee, provided the appointee meets but does not exceed the appointment schedule listed above.

Responsibilities of the chair

1. Chairs the Industry Committee.
2. Communicates with the Executive Director, the membership status of members.
3. Promotes membership
4. Informs the Association about Industry members through articles in the *First Hand News*.
5. Coordinates activities of the Committee (i.e. Industry Professional Development Seminar and Industry Appreciation Reception) with the assistance of the SNAM office.

Legislative Committee

The Chair of the Legislative Committee is elected in odd numbered years to serve as a voting member of the Executive Board for two years.

The Legislative Committee shall consist of the Chair, Non-elected Co-Chair, President, President Elect, Area Representatives and other members as needed.

Responsibilities of the Chair:

1. Monitors federal and state legislation affecting Child Nutrition Programs and Association goals.
2. Advises the Executive Board and the membership of legislative actions.
3. Maintains a communications network for legislative actions.
4. With the assistance of the Executive Board, prepare a Michigan Legislative Issue Paper to be used at the SNA Legislative Action Conference and with the Michigan Legislative Initiative.
5. Organizes the committee members attending LAC and, with their assistance, schedules appointments with legislators.
6. Works with the Co-Chair, whose responsibility it will be to organize an Annual Michigan Legislative Initiative, such as a Legislative Action Conference, or training workshop for executive board members, or training session for legislators and aides, or some initiative to bring legislators together with food service directors and

- children, such as Legislator 2 Lunch.
7. At the expense of the Association, represents the Association at the annual SNA Legislative Action Conference in Washington, DC.
 8. Assists Conference Committee in fundraising activities.

Professional Development Committee

The chair of the Professional Development Committee shall be elected in odd numbered years and shall serve for two years as a voting member of the Executive Board.

The Professional Development Committee shall consist of the elected chair, one Area Representative and additional members as needed. Certification, Scholarship and Awards, Resources, and Professional Development Committee shall be sub-committees with non-voting chairs. Subcommittee chairs are members of the Professional Development Committee.

The Professional Development Committee shall provide oversight for the professional development and certification activities of the Association, manage scholarship and award programs, and make recommendations to the Executive Board.

Responsibilities of the Committee:

1. Develops ideas for professional growth for the membership subject to the approval of the Board.
2. Provides current information to members on continuing education programs and procedures.
3. Identifies scholarship opportunities for members.
4. Makes recommendations to the Board for scholarships and awards.
5. Develops liaisons with appropriate state and federal agencies, professional associations, and organizations concerned with child nutrition.
6. Organizes Association and other educational materials and literature for the Education Room at the Annual Conference and the MDE Fall Conference. The committee will be responsible for obtaining materials, setting-up, finding people to man the exhibit and cleanup.
7. Provides articles for the *First Hand News*.

Responsibilities of the Chair:

1. Provides leadership on committees involving professional development of food service members.
2. Serves as a member of the School Food Service Training

Taskforce.

- a. Serves as liaison between the Professional Development Committee and the Executive Board and prepares a written report of Professional Development Committee activities for Executive Board meetings.
 - b. Helps develop short and long-range plans for implementing the Professional Development Committee program.
 - c. Helps develop curriculum including helping to write, rewrite and edit materials
3. Serves on the Association's Conference Committee to organize the education exhibits and the education room.
 4. Oversee the awards to be presented and works with Scholarship and Awards Chair on presentations.
 5. Speaks at State and Affiliate Chapter meetings as requested.
 6. Develops and requests printing for educational brochures needed for statewide distribution.
 7. Presents an overview of the responsibilities and accomplishments of the Professional Development Committee at the Annual meeting.
 8. Annually convenes two planning meetings with the Nutrition to ensure the coordination of all education and nutrition goals.
 9. Meets with the Chairs of the sub committees and works cooperatively with the Nutrition Chairperson to implement the President's Annual Plan of Action.

Responsibilities of Sub-Committee Chairs:

Certification Sub-Committee Chair

Members shall include Certification and Professional Development Committee Chairs and the Executive Director. The Chair's main responsibility is to keep members informed of the process and procedures for Certificate in School Nutrition Program, including how members record attendance and credits earned by attending job-related programs or courses. The chair shall:

1. Distribute Certificate program information via the *First Hand News* to inform members of Certificate program procedures, costs and updates.
2. Provide information for workshops and chapter meetings as requested.
3. Provide assistance to all members requesting information about the Certificate program.
4. Provide assistance to SNAM Office, Executive Board and members on Key Area, Professional Standards and Certificate in School Nutrition Program.
5. Provide technical assistance to members requesting information

- about the Certificate Program.
- 6. With Assistance from other SNAM committee members, prepare an exhibit for the SNAM Annual Conference as well as help set-up, oversee and take down the Education resource Room.
- 7. Assists Professional Development Chair with other committee activities as agreed upon.
- 8. Submit a written report for each Board meeting.

Scholarship and Awards Sub-Committee Chair

Members shall include the Chairs of the Scholarship/Awards and Professional Development Committee, the president, and the treasurer. The key function of the Scholarship Committee is to provide members with information about available financial assistance. The chair shall:

- 1. Provide information regarding scholarships and awards in the *First Hand News*, on the SNAM Web Page and at affiliate chapter meetings as requested.
- 2. Determine SNAM scholarship and award winners and provide articles for the *First Hand News* recognizing the winners.
- 3. Recommend SNAM scholarships and award winners to the Professional Development Chair.
- 4. Assist the Professional Development chair with the Education Resource Room at the Annual Conference.
- 5. Submit an annual summary of activities to the Professional Development Chair to be distributed at the Annual meeting.
- 6. Assist Professional Development Chair with other committee activities as agreed upon.
- 7. Develop a fundraising activity to provide funds for the Michigan Scholarships.

Resources Sub-Committee Chair

Members shall include the Chairs of the Resource and Professional Development Committee plus two additional members selected by the Resources Chair to provide members with current child nutrition resources. The Chair shall:

- 1. Identify agencies, current literature, and multimedia materials available to enhance professional growth opportunities for members.
- 2. Submit pertinent information to the editor of the *First Hand News*.
- 3. Provide resources when requested and provide a written report of activities.
- 4. Assist the Professional Development Chair with the Education Resource Room at the Annual Conference.
- 5. Assist Professional Development Chair with other committee activities as agreed upon.

Professional Development Committee Sub-Committee Chair

A sub-committee called the Statewide Training Sub-Committee (Professional Development Committee) shall be a part of the Professional Development Committee. The Professional Development Committee sub-committee shall be composed of the following members: Chair for one year term; a Vice Chair, appointed by the SNAM President for a one year term who will move into the Chair's position in the second term of service; Professional Development Chairperson; Nutrition Committee Chairperson; President – Elect; Michigan Intermediate School District Consultants with food service responsibilities; six Food Service Directors; Assistant Food Service Directors, Supervisors, or Managers, who are members of SNAM; appointed to staggered three (3) year terms by the SNAM executive board, a representative of Michigan School Business Officials (MSBO) Food Service Program and Research Committee; an at-large SNAM member and a representative from the Michigan Department of Education (MDE) Child Nutrition Program. The purpose of the Professional Development Committee is to design and deliver a professional development training program for school food service employees through a series of formal classes of varying length.

Responsibilities, activities and membership are governed by the *Professional Development Committee Policy and Procedures Manual*, copies of which shall be made available to the President, President Elect and Vice President each year.

Other Committees

Bylaws, Resolutions, Policies and Procedures Committee

Committee consists of the Vice President as Chair and committee members as needed.

Responsibilities:

1. Provides the Board with recommendations, resolutions and Bylaw amendments.
2. Provides the Board with recommendations on Policy and Procedure changes.
3. Presents written reports when necessary for Executive Board meetings.
4. Submits a copy of an annual report to the SNAM office prior to the Annual meeting.
5. Sends information in September to Executive Board members, Affiliate Chapter Presidents, and Association Past Presidents on the purposes of resolutions, guidelines for writing them, and due dates.
6. Prepares above information for an article in the fall issue of *First Hand News* and sends to the Communications Sub Committee Chair by the due date.
7. Reviews Resolutions and Bylaw amendments that are submitted by the deadline which is thirty (30) days prior to any Executive Board meeting.
 - a. Writes resolutions and/or amendments in proper form for

- Chapters or members requesting same; rewrites other information submitted in proper form, if necessary.
 - b. Discusses each item submitted and determines if the Committee recommends adoption.
 - c. Presents resolutions and amendments, with the Committee's recommendations, to the Executive Board for discussion prior to the Annual meeting.
 - d. Prepares copies of each item for the Communications Co-Chair to include in the issue of the *First Hand News* preceding the Annual meeting.
- 8. Presents resolutions and amendments to the Executive Board.
 - a. Those submitted to the Committee by the deadline, and presented with the Committee's recommendation to adopt, are considered as a motion made, seconded, and open for discussion.
 - b. Those submitted to the Committee by the deadline, and presented without the Committee's recommendation to adopt, must have a second before being discussed.
 - c. Those not submitted by the deadline are presented without a recommendation from the Committee only after unanimous consent of the delegates that they be placed on the floor.
- 9. All resolutions to be considered by the general membership shall be submitted to the Chair of the Bylaws, Resolutions, in writing.
 - a. Prior to sending out ballots.
 - b. Amendments may be adopted by general majority vote
 - c. Dues for active and regular members may be changed by a majority of votes cast at the Annual Meeting (not at any time during the year).
- 10. Maintains files for position and have in order for successor at close of term of office.

Conference Committee

This committee shall consist of the President-Elect as chair, the Executive Director, and additional sub-committee chairs and members as needed. Sub-committee assignments may include, but not be limited to, program, entertainment, decorations, marketing, local arrangements and emporium. The SNAM office is responsible for exhibits and registration.

Conference Responsibility:

Plan and execute the Annual Conference with approval of the Board.

Responsibilities of the Chair

Appoint sub-committee chairs for program, entertainment, decorations, marketing, local arrangements. The office will handle exhibits and registration.

The Chair shall convene committee meetings.

Nominating/Elections Committee

This committee shall be made up of 3 immediate past presidents. If a past president cannot fulfill their term another past president shall be appointed by the current president. The Nominating Committee will provide names to fill the position of the person leaving the committee. Committee members shall elect the committee chair.

Responsibilities:

1. Surveys the Board for potential candidates.
2. With the assistance of the President and the SNAM office, verifies the eligibility of candidates.
3. Selects no more than two candidates for each office to be filled to present to the Board before ballots are sent out.
4. Oversee the Associations election procedures and provide recommendations to the Board.
5. Assists the President and the SNAM office in counting ballots and certifying winners.

Positions to be filled:

Every year Vice President and one member of the nominating/elections committee who will serve for three (3) years.

Even numbered years Representatives from even numbered areas. Standing Committee Chairs of Communications, Industry, Nutrition and Treasurer.

Odd numbered years Representatives from odd numbered areas. Standing Committee Chairs of Member Services, Legislation, Professional Development and Secretary.

Strategic Planning Committee

The committee consists of the President Elect as Chair and The Executive Committee and Area Representatives in their second year of office. When needed, Standing Committee chairs and other members may be invited by the committee chair to participate.

Responsibilities:

- Facilitates the development of the mission, vision, and goals of the Association and prepares a Long Range Plan of Action.
- Annually monitors and reports the progress on the goals and plan.
- Reviews the Annual Plan of Action goals of the Board members, committees, advisory boards, and affiliate chapters.
- Works with the President in the development of the Annual Plan of Action goals.

The SNAM Executive Director and Office Personnel

The SNAM Executive Director and his/her staff shall provide services in accordance with the contract with the Association. Most requests for services will come from members of the Executive Committee. However, the SNAM office will provide services to enable all Executive Board members and Sub Committee Chairs to complete specific jobs listed under the responsibilities of each position.

The Executive Director's employees will provide assistance as requested by any Executive Board member or Sub Committee Chair pursuing their responsibilities. The SNAM President should be consulted if a request for assistance is questionable or if the request would exceed line item budget.

The Executive Director shall attend various national conferences at the association's expense, approved by the Executive Board. As much as Executive Board and Sub Committee responsibilities may change to meet the current plan of action, only the major routine duties are listed. This listing should not be construed to mean these are the only services to be provided. The President has the responsibility to request additional services that are in the best interest of the Association.

1. Assisting the President:

- a) Mail meeting notice, map and agenda two weeks before meetings.
- b) Reproduce and bring to meetings any reports emailed to the SNAM office.
- c) Keeps Bylaws and Policy and Procedure Manual up to date with any additions or corrections made at Executive Board meetings or the Annual Meeting.
- d) Prepares a Policy and Procedure Manual annually for all Executive Board members, sub-committee chairs, newly elected officers and presidents of Affiliate Chapters or be sure they are online and up to date.
- e) Distributes manuals immediately after SNAM election to newly elected officers and at Annual Leadership workshop.
- f) Annually prepares a leadership directory that will include items as requested by the President.
- g) Assists the President with all aspects of the Annual meeting.
- h) Purchases a gavel and presidents pin to be presented to the incoming president at the annual conference.
- i) Makes travel and hotel arrangements if requested.

2. Assisting the President-Elect:

- a) Orders Past President's pin and plaque to be presented to outgoing President at the installation of officers.
- b) The SNAM office will assist the President Elect with all aspects of the Annual SNAM Conference and will keep the Conference notebook up to date with accurate information and timelines. The Executive Director or his/her representative will attend meetings and provide minutes of the same time.
- c) Makes travel and hotel arrangements if requested.

3. Assisting the Vice President:

- a) Assists with revisions to Bylaws and Policy and Procedure Manual
- b) Makes travel and hotel arrangements if requested.

4. Assisting the Secretary:

- a) Posts notices of meetings on the SNAM web page and sends notices to Executive Board members two weeks before a scheduled Executive Board meeting
- b) Posts the minutes on the SNAM web page and mails minutes to all Executive Board members, Sub Committee Chairs, the SNA Mideast Director and Affiliate Chapter Presidents within 10 days of receiving them from the Secretary/Treasurer.

5. Assisting the Treasurer:

- a) Keeps all Association financial records and prepares all necessary treasurer reports. Have copies of treasurer's reports available at all Executive Board meetings.
- b) Assists the Budget Committee in preparing the annual budget. Keeps the Treasurer apprised of the status of the budget.
- c) Consults with the Treasurer on the status Association funds, investments and securities.

6. Assisting the Area Representatives:

- a) When requested, provides lists and/or labels of members in the Area Representatives region.
- b) Have available membership, certificate program and Professional Development Committee brochures to assist Area Representatives when meeting with Affiliate Chapters.

7. Assisting the SNAM President and SNA National Office:

- a) Send SNA a copy of the directory, notices of all meetings, leadership seminars, industry committee outings and the Annual Conference.
- b) SNA should receive invitations to all Michigan activities. Consult the President's leadership materials as to when the Association may invite the SNA President and Mideast Regional Director to attend the Annual Conference at the expense of SNA.
- c) When the SNA President or the Mideast Regional Director attends the Association's Annual Conference, the protocol for treatment is the same as for the SNAM President. The hotel needs to be apprised of their status so appropriate measures can be taken by the hotel or the Association to treat them with the proper accord.

8. Assisting Standing and Sub Committee Chairs:

a) Communications Committee

- 1. Assists communication committee with marketing plan after determination of strategic plan by the board.
- 2. Prepares a list of the dates of all educational association conferences and requests exhibit information so the Chair can schedule SNAM displays and arrange for people to man the display as needed.
- 3. Assist the Communications Sub-Committee with the schedule for publications of the *First Hand News*.
- 4. Sends galley of the journal to the editor for review before publication
- 5. Sell advertisements for the Journal. Also, with Editors approval update industry

rates for advertising prior to July 1 of each year.

b) Web Management Sub Committee

1. Continually update all information, especially meeting times, dates and places.
2. The Executive Director/Staff is responsible for making all programming changes.
3. Assists in soliciting sponsorship of websites from industry members.

c) Industry Committee:

1. The Executive Director/Staff will attend meetings and provide minutes that will be available on the web page.
2. Assists the Committee with all aspects of the Industry Professional Development Seminar.

d) Legislative Committee:

1. Provides any assistance requested by the Chair with mailings to committee members or legislators.
2. Assists as needed with plans for the Michigan Initiative.
3. Prepares Legislative Action Conference materials if requested.
4. Assists with Legislative Action Conference planning and appointments.

e) Membership Services Committee

1. Duplicates any materials needed for the annual membership drive.
2. Provides labels, mail flyers, email members or other material used to solicit members.

f) Affiliations Sub Committee

1. Assist in keeping the Affiliate Chapter Handbook up to date.
2. As directed by the Affiliation Sub-committee chair or Membership chair, send a reminder regarding the Affiliate Chapter Officer and Committee member list to the Affiliate Chapter by May 1, so they can meet the June 1 deadline for returning the information to the SNAM office.
3. As directed by the Affiliation Sub-committee chair or Membership chair, compiles a list of Affiliate Chapter Officers with a listing of Chapter members, indicating if they are SNA/SNAM members. Distributes list to Publications for Newsletter, President for the Annual Meeting and to the Nominating Committee.
4. As directed by the Affiliation Sub-committee chair or Membership chair, send reminders to Affiliate Chapter Presidents regarding chapter memberships by September 1, so that the Affiliations chair can determine membership status by December 1.
5. Provides Sub-Committee Chair with membership lists from Affiliate Chapter

and copy of state membership list so the Chair can authenticate Chapter status for a number of votes for the Annual meeting.

g) Certification Sub Committee

1. The Executive Director will keep the Chair informed of any changes SNA makes to the Certificate program.
2. Duplicates any certification informational brochures upon request.
3. When requested, supply a list showing totals of SNA members who have earned the certificate in School Nutrition from SNA by membership category. One set is needed for the Conference so that Certified ribbons may be provided for all members who have earned this certificate.
4. Supply appropriate SNA CEU reporting forms to all members who request approval of programs.
5. Supply appropriate SNA Key Course reporting forms to members for programs as needed.

SNAM Travel Guidelines

General Information:

1. All travel must be approved by the SNAM Executive Board.
2. Requests for payment must be made using a SNAM expense voucher and must be accompanied by receipts.
3. The expense vouchers and receipts must be submitted to the committee chair for a signature and then sent to the SNAM office for approval and payment.
4. When more than one member attends a conference or meeting, transportation costs should be shared whenever possible.
5. Travel expenses that exceed budgeted amounts for specific meetings and conferences must be approved in advance by the SNAM Board.
6. When SNAM pays for meeting or conference attendance, members are expected to participate in the program actively and fully.

Transportation: Transportation costs will be paid based on the most economical method available, air or ground, providing ground travel does not necessitate additional lodging and meal costs in excess of transportation costs. To determine the most economical method of transportation, the following procedures should be followed:

Ground Cost: The gas mileage reimbursement shall be adjusted yearly to reflect IRS current mileage reimbursement for Board member transportation for each meeting except for any meeting held in conjunction with the annual conference. Board members are asked to share rides whenever possible.

Air Cost: includes lowest plane fare (coach) available plus mileage from home or office to the airport and return, plus transportation to meeting location or hotel and return, plus airport parking (Note: if first class air travel is preferred, the member must pay the difference between the lowest rate and the first class rate). Car rentals must be approved in advance. Use of public transportation is encouraged. Taxies should be used with discretion and should be shared whenever possible.

Meals: The maximum allowable reimbursement for meals is breakfast - \$7, Lunch - \$15, and dinner - \$30. The daily allowance may not be exceeded except for official meeting or conference functions that exceed the individual meal rate. Meal allowance includes food and non-alcoholic beverages only. If meals are included as part of a meeting or conference fee the member will not be reimbursed.

Meal allowances will be paid for meals associated with approved meeting and conference attendance. The allowance is prorated when meetings and conferences are less than a full day.

When meals are included as part of a meeting or conference fee, the daily meal allowance is reduced by the amount allowed for that meal. For instance, when lunch is included in registration fees, the daily meal allowance is reduced by allowable reimbursement.

Official functions, not included in the registration fees, will be paid at the actual rate and must be accompanied by a receipt.

Lodging: Lodging costs will be paid at the specific conference rate. Members representing SNAM should share accommodations (with the exception of the President's Suite at the Annual Conference. The President will have the prerogative whether or not to share the room with another person.)

The single lodging rate will be paid only when one member represents SNAM or when it is not appropriate for two or more members to share accommodations (Note: when a spouse, friend, or family member attends a conference or executive ad meeting and prohibits the member from sharing a room, one half of the cost of the room will be paid.)

Registration: Registration shall be paid when it is listed as a required event for an officer.

SNAM Travel and Reimbursement Guidelines

Honorarium, Lodging, and Meals for Speakers at SNAM Sponsored Conferences, Seminars, and Workshops

Costs for outside speakers will be specified in a SNAM speaker contract agreement. Costs may include travel, lodging, meals, and an honorarium. SNAM may also pay for copying handout materials and for renting audio-visual equipment, but these items must be specified in the contract. When members within the Association participate on panels or as speakers, they will cover their own costs for travel, lodging, meals, and registration unless otherwise approved by the Executive Board. Members will not receive an honorarium but may have the Association copy handout materials and rent audio-visual equipment. Copying and audio-visual needs must be specified in advance of the event on the request form supplied.

Annual State Association Membership Dues

Dues for active and retired members may be changed by a majority of votes cast at the Annual meeting. Dues for honorary, industry and student members shall be established by the Board. All rights and privileges of membership shall be terminated for nonpayment of dues. The following rate schedule effective 7/1/16 was passed by the Executive Board 5/12/16.

Industry Membership Policies Related to Dues:

1. The membership year for Industry Members shall be from July 1 to June 30.
2. All membership dues shall be sent to the SNAM office.

Exhibit Space Fees

The Executive Board establishes exhibit space fees based on recommendation of the Conference Committee.

First Hand News - Advertising Rates

Updated 2014-2015

The Executive Board establishes advertising rates for the *First Hand News* journal based on recommendation of the Communications Committee.

Web Site Sponsorship

www.michigansna.org

Updated 2014-2015

The Executive Board establishes website sponsorship rates based on recommendation of the Communications Committee.

Rights and Responsibilities of Members

A member has the *RIGHT* to:

- a) Cast one vote for the election of the slate of officers, bylaw changes and dues increases
- b) Receive the official publication of the Association
- c) Have his/her views represented on the Executive Board by the Chair of the Area Reps. and at the Annual Meeting as a member.
- d) Hold elective or appointive office, if eligible.

A member has the *RESPONSIBILITY* to:

- a) Vote in the election of officers;
- b) Support the elected officers and the program of work;
- c) Participate in Association activities;
- d) Respect other members rights and opinions during meetings; and
- e) Serve in an elective or appointive office, if possible.